



THE  
UNIVERSITY COUNCIL  
OF JAMAICA

*“Assuring Quality in Tertiary Education”*

## EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified candidates to fill the following positions within the University Council of Jamaica.

**APPLICATION DEADLINE: 24 August 2018**

- Executive Assistant (GMG/SEG 1); salary scale: \$1,444,292.00 - \$1,716,809.00 per annum and any allowances attached to the post
- 2 Administrative Assistants – Accreditation & Human Resource Units (GMG/AM 3); salary scale: \$1,082,224.00 - \$1,286,424.00 per annum and any allowances attached to the post
- Accounts Payables Officer (FMG/AT 2); salary scale: \$839,821.00 - \$998,284.00.

### Executive Assistant (GMG/SEG 1) -

#### Job Summary

- The Executive Assistant provides personal and confidential administrative support to the Executive Director. This position is accountable to the Executive Director.

#### Required Competencies:

- Knowledge of records management
- Knowledge of office and administrative procedures
- Demonstrates ability to be self-directed and well organized.
- Ability to develop effective systems to ensure the smooth operations of the Executive Office.
- Excellent organizational skills with the ability to work to meet tight deadlines
- Ability to think proactively and laterally to maximize opportunities to promote the work of the organization
- Excellent calendar management skills, including the coordination of complex executive meetings
- Ability to maintain strict confidentiality.
- Excellent social skills, able to operate with diplomacy, tact and empathy
- Strong interpersonal skills
- Strong ability of attention to detail with a high level of accuracy and ability to multi-task
- Flexibility, initiative and reliability.
- Excellent written and oral communication skills.
- Strong organizational, research, analytical and critical thinking skills
- Proficient in the use of Microsoft Office applications

#### Qualifications and Experience:

- Bachelor's degree in Business Administration/ Management Studies, Public Administration or related discipline
- At least five years' experience providing support at the executive level
- Experience in scheduling overseas travel arrangements for management staff

### Administrative Assistants (Accreditation and Human Resource Units) –

#### Job Summary

- Reporting to the Directors of each Unit, the Administrative Assistant is responsible for providing administrative support to ensure that the operations of the offices are effective and efficient in relation to communications and work assignments.

#### Required Competencies:

- Demonstrated ability to be self-directed and well organized.
- Ability to maintain strict confidentiality.
- Attention to detail and ability to multi-task
- Flexibility, initiative and reliability
- Good organizational, research and analytical skills
- Good knowledge of Office Practices and procedures
- Excellent keyboard skills
- Ability to speed write, record minutes and transcribe meeting minutes
- Good Records Management Skills
- Ability to maintain calendars and schedule appointments
- Excellent time management, planning and organizing skills
- Strong interpersonal and customer service skills
- Ability to prioritize, work under pressure and meet deadlines
- Good oral and written communication skills
- Proficient in the use of Microsoft Office Applications

#### Qualifications and Experience:

- Associate Degree/Diploma in Administrative Management, Management Studies or Public Administration or any other equivalent qualification
- Certificate/Diploma in Secretarial Studies would be an asset
- At least three (3) years working experience in an Administrative or Secretarial field

### Accounts Payables Officer (FMG/AT 2)

#### Job Summary

- The Accounts Payables Officer is generally required to provide clerical and technical operational support for the Accounting Department. The incumbent must maintain accurate records and files, process and mail invoices and payments, type reports, and key data into a general ledger computer system. Flexibility and a willingness to perform a variety of support tasks are essential to success in this position.

#### Required Competencies:

- Knowledge of the Financial, Administration and Audit Act (FAA)
- Knowledge of the Public Bodies Management & Accountability Act (PBMA)
- Knowledge of Government of Jamaica Accounting Practices
- Knowledge of general book keeping procedures
- Knowledge of regulatory standards and compliance requirement
- Knowledge of payroll preparation and administration
- Good interpersonal skills
- Good penmanship
- Ability to read and write
- Good oral and written communication skills
- Good planning and organizing skills
- Well-mannered and good deportment
- Team work and cooperation
- Sound Integrity
- Initiative
- Customer and Quality Focus

#### Qualifications and Experience:

- A.Sc. Degree in Accounts or Management Studies with specialization in Accounts or ACCA Level 1 or AAT Level 3 or Certificate in Government Accounting
- Minimum three (3) years working experience in accounting
- Experience using accounting software

For additional information please visit our website at

**[www.ucj.org.jm](http://www.ucj.org.jm)**.

*While we appreciate all applications, please note that only short-listed applicants will be contacted.*

Interested persons should forward their applications and resume

**NO LATER THAN Friday, August 24, 2018 to:**

**Director, Human Resource & Administration,  
The University Council of Jamaica**

**6b Oxford Road, Kingston 5**

**Email: [jobs@ucj.org.jm](mailto:jobs@ucj.org.jm)**